



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF MASSAGE THERAPY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying: Please indicate the supporting documents you have included with this package.

EXAMINATION

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Document (Acceptable forms are marriage certificate, divorce decree or court order)
- ☐ National Exam Results (National Certification Examination for Therapeutic Massage & Bodywork)
- ☐ Official Transcript (If in a language other than English, a certified translation is required)
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$176 for Application and License Fee

ENDORSEMENT

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ National Exam Results (National Certification Examination for Therapeutic Massage & Bodywork)
- ☐ Official Transcript (If in a language other than English, a certified translation is required)
- ☐ Verification of licensure
- ☐ Name Change Documents (Acceptable forms are marriage certificate, divorce decree or court order)
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$176 for Application and License Fee